

## Initial 2010 VITA Grant Required Actions

In order to properly establish your grant account, the Grant Program Office requires your organization to take the following actions. **Original** signatures are required on all forms. Return the completed forms, program plan (number of returns and sites proposed for 2010) and budget revisions by **November 27, 2009**. Please retain a copy of all documents for your records and send the originals to the following address: **IRS, Grant Program Office, Stop 420-D, 401 West Peachtree Street, NW, Atlanta, Georgia 30308**

Questions may be directed to the Grant Program Office's general phone number at 404.338.7894.

Item	Actions	Due Date
1	Review the Form 13981, <i>Grant Agreement</i> , and the attached Terms and Conditions and Grant Reporting Requirements. Sign the Form 13981.	11/27/2009
2	Review Publication 4299, <i>Privacy and Confidentiality - A Public Trust</i> . You must become familiar with the safety and security requirements contained in this publication. Complete and sign Form 13533, <i>Sponsor Agreement</i> .	11/27/2009
3	Review and revise your program plan narrative if significant changes are required due to the reduction in funds. Please do not rewrite your narrative. You may summarize the changes. This includes changes to the geographic coverage section. <b>You may not change your primary or secondary focus</b> ; however, you may want to consider making changes to the number of returns and number of sites.	11/27/2009
4	Review and revise your financial plan information. This includes changes to Standard Form 424A and the Budget Detail Explanation.	11/27/2009
5	Submit any matching funds supporting documentation not previously provided. <b>Note: Additional funds will be made available once documentation is provided showing the remaining matching funds are available.</b>	As soon as available but no later than January 31, 2010
6	Complete recipient portion of the Standard Form 1199A, Direct Deposit Sign-up Form and have your financial establishment complete their portion. This form will be reviewed by IRS and then forwarded to the DPM for account establishment. Due to the problems experienced in completing this form correctly, line-by-line instructions are enclosed to reduce the chance the form cannot be processed by DPM. <b>Also, If you were a 2009 VITA Grant recipient, you are only required to submit a SF 1199A if information has changed.</b>	11/27/2009 (if applicable)

Item	Actions	Due Date
7	Review and complete the primary contact form for your organization for the DPM.	11/27/2009
8	Review and complete the primary contact form for your organization for the GPO. This document also includes contact information for the GPO analyst assigned to your account.	11/27/2009
9	Identify and provide the names and titles of the individuals that will attend the 2010 Grant Orientation conference December 1-3, 2009. This should be those individuals responsible for the program and financial management of the grant. The orientation does not include site coordinator or technical training for return preparation. Regrets required.	11/27/2009
10	Establish a process to ensure your organization will complete and file required reports on or before their due date.	12/31/2009
11	Provide a listing of sites established for 2010. Please use the VITA Grant 2010 template provided on irs.gov and be sure to include site location, dates, hours of operation, SIDN and EFIN.	1/31/2010

**All documents requested must be provided to:**

***Grant Program Office, Stop 420-D  
401 West Peachtree Street, NW  
Atlanta, GA 30308***

## **2010 Grant Orientation**

The VITA Grant and TCE programs will combine their grant orientation this year. The orientation in Atlanta, Georgia, will begin with registration on the evening of December 1 and follow with sessions on December 2 and 3, 2009.

***Event theme:*** Helping You Help Others

***Hotel:*** Renaissance Atlanta Hotel Downtown, 590 W Peachtree St NW, Atlanta, GA 30308-3502

***Event name for block reservations:*** IRS VITA Grant Conference

***Room rate:*** \$141 plus tax (15%) and parking (\$17); reservations to be made by individuals

***Reservations:*** 404.743.3980/888.391.8724; [www.marriott.com](http://www.marriott.com) for complete directions; near North Avenue MARTA station

***Reservation deadline:*** November 20, 2009

**Event schedule:**

Day	Activity	Time
Tuesday, December 1, 2009	Check-in Welcome reception	2:00 p.m. – 6:00 p.m. 6:00 p.m. – 8:00 p.m.
Wednesday, December 2, 2009	Late check-in Continental breakfast General session	7:00 a.m. – 8:00 a.m. 7:00 a.m. – 8:00 a.m. 8:00 a.m. – 5:00 p.m.
Thursday, December 3, 2009	General session	8:00 a.m. – 5:00 p.m.
Friday, December 4, 2009	Check out	

Please consider closely who you plan to send. The session will provide the most benefit to the person(s) authorized to manage the VITA Grant funds and/or oversee the program. Remember to provide the name and title of the person(s) that will attend **(item 9)**. An email to [grant.program.office@irs.gov](mailto:grant.program.office@irs.gov) is acceptable for this notification. Be sure to include your grant file number. Please refer to the travel guidelines found on page 18 of Publication 4671 under the section titled “Completing the Budget Detail Explanation” as to the travel charges and limitations of the grant.

If you are unable to attend the grant orientation, please let us know by email or phone. A shortened version of the program along with all handouts and presentation materials will be provided to you and will be available on [irs.gov](http://irs.gov) after the orientation. We are planning this session for the week of December 7. Details are not yet finalized and more information will be provided in a separate communication to those organizations that cannot attend.

## Territory Introduction

Most recipients already have a working relationship with their local SPEC territory office. Please contact the territory manager with any program questions. The territory manager will also assign an employee to provide assistance as needed. We will provide the local SPEC territory manager a copy of your application and any revisions once received.

## Payment Management System Account Establishment

The IRS will authorize DPM to release grant funds after all required documents and forms are received, approved and processed. It normally takes 2-3 weeks for DPM to establish your account. The primary contact person **(item 7)** will receive an e-mail from DPM providing the electronic login and password to access and withdraw funds using the Payment Management System (PMS) at [www.dpm.psc.gov](http://www.dpm.psc.gov). It is our intent to have all documented funds available by December 31, 2009; however, the receipt and processing of all required forms and DPM workload will dictate whether this is achievable. We will notify your organization when the account is established.

Detailed instructions for completing both the DPM Contact Information Form and Standard Form 1199A, Direct Deposit Sign-Up Form **(item 6)** can be found later in this document.

## Instructions for Completion of DPM Contact Information Form and Standard Form 1199A, Direct Deposit Sign-Up Form

Grant recipients must have an active account in the Payment Management System (PMS) in order to request authorized funds. The accounts are established in PMS once the completed SF 1199A and Contact Information Form are received by the Division of Payment Management (DPM).

The GPO is responsible for requesting and reviewing all SF 1199A and contact information forms before forwarding to DPM for processing. **All documents must be sent to: IRS Grant Program Office, Stop 420-D, 401 West Peachtree Street, NW, Atlanta, Georgia 30308.**

### Completion of DPM Contact Information Form

All recipients must complete the DPM Contact Information Form and return it to the address above. Detailed instructions follow for completion of the document.

Instructions for the DPM Contact Information Form	
Name of Institution/Organization	This should reflect the legal name recorded on the Standard Form 424, Application for Federal Assistance, block 8a.
Payee Identification Number (PIN)	Leave blank unless you were a 2009 VITA Grant recipient. If a 2009 VITA Grant recipient, record the PIN. The PIN is five digits—four numbers and one alpha character.
Name of Primary Contact	This should be the person responsible for requesting funds within PMS.
Title of Primary Contact	Self-explanatory
Telephone Number	Self-explanatory
Facsimile Number	Self-explanatory
E-Mail Address	Self-explanatory – Please pay particular attention to the accuracy of this information. The password information will be communicated via e-mail.
Mailing Address	Self-explanatory – no P.O. Box addresses allowed
Name of Alternate Contact	This should be the individual that provides back-up to the primary contact.
Title of Alternate Contact	Self-explanatory
Telephone Number	Self-explanatory
Facsimile Number	Self-explanatory
E-mail Address	Self-explanatory
Supervisor Name	This should be the person within the organization that directs and approves the work completed by the primary contact and/or the alternate contact.
Supervisor Signature	Self-explanatory
Supervisor Title	Self-explanatory

## Completion of Standard Form 1199A, *Direct Deposit Sign-Up Form*

Please read these instructions and the reverse of SF 1199A before completing the form in order to avoid re-work. Recipients that were **not** 2009 VITA Grant recipients **must** complete the SF 1199A.

**NOTE: If you are a 2009 VITA Grant recipient and your information changed (name, address, account number, financial institution), you must submit a SF 1199A with the revised information.**

The following guidance applies to all fields on the SF 1199A. Please ensure you adhere to this guidance to avoid delay in account establishment.

1. All information is to be typed or printed in ink on the SF 1199A.
2. All signatures must be original and in ink. Use blue ink so there is no doubt as to whether a signature is an original signature.
3. Alterations such as erasures, correction fluid or tape, and strike-outs are unacceptable and will invalidate the form.
4. The DUNS (Dun and Bradstreet Number) from the SF 424 block 8c must be typed or printed at the top right-hand corner of the SF 1199A.
5. All data elements on the SF 1199A must be completed unless a blank is indicated.
6. Plan ahead. Complete multiple original documents before you take them to your financial institution in case they make a mistake.
7. The form cannot be faxed.

<b>Instructions for Standard Form 1199A, Direct Deposit Sign-Up Form</b>	
<b>Section 1 (To be completed by payee)</b>	
A. Name of Payee	<b>This is the legal name used on the SF 424.</b>
Address	Self-explanatory
City, State, Zip Code	Self-explanatory
Telephone Number	Self-explanatory
B. Name of Person(s) Entitled to Payment	Leave blank
C. Claim or Payroll ID Number	Provide your IRS Employer Identification Number (EIN). This must be the same EIN provided on the SF 424 in block 8b.
Payee/Joint Payee Certification	Must be signed by an individual(s) having signature authority for the bank account. Be sure to date.
D. Type of Depositor Account	Select the type of account funds will be deposited in. Most organizations will mark the "checking" block.
E. Depositor Account Number	Record your organization's account number for the type of account selected.

Instructions for Standard Form 1199A, Direct Deposit Sign-Up Form	
Section 1 (To be completed by payee)	
F. Type of Payment	Mark "Other" and specify "Grant"
G. Allotment of Payment	Leave blank – <b>Do not</b> complete any of this section which includes the joint account holders' certification.
Section 2 (To be completed by payee)	
Government Agency Name	Internal Revenue Service – Grant Program Office
Government Agency Address	401 W Peachtree St NW, Stop 420-D, Atlanta, GA 30308
Section 3 (To be completed by Financial Institution)	
Name and Address of Financial Institution	Self-explanatory
Routing Number	Self-explanatory
Depositor Account Title	This should be the account name.
Representative's Name	Self-explanatory
Signature of Representative	Self-explanatory
Telephone Number	Self-explanatory
Date	Self-explanatory

Before sending the completed and signed documents, review to ensure all documents are included and that no alterations were made to the SF 1199A. This was one area where recipients experienced delay in account establishment last year. **All documents must be sent to: IRS Grant Program Office, Stop 420-D, 401 West Peachtree Street, NW, Atlanta, Georgia 30308**

## Other

We have included other documents we believe may be useful during your program year. They include:

- Publication 4671, *VITA 2010 Program Overview and Application Package*
- Publication 1084, *IRS Volunteer Site Coordinator's Handbook*
- Form 13614-C, *Intake/Interview & Quality Review Sheet*
- Office of Management and Budget memorandum dated October 7, 2009, numbered M-10-02, subject Guidance on section 163 of the Continuing Resolution regarding the Association of Community Organizations for Reform Now (ACORN)
- Publication 561, *Determining the Value of Donated Property*